

Retention and Classification Report

Agency: Davis County (Utah). Valley View Golf Course (Layton) (2494)

Valley View Golf Course
2501 East Gentile
Layton, UT 84040
801-546-1630

Records Officer Yvonne Christensen

27871 Golf course receipts

AGENCY: Davis County (Utah). Valley View Golf Course (Layton)

SERIES: 27871

3

TITLE: Golf course receipts

DATES: 2009-

ARRANGEMENT: chronological by date, thereunder by transaction number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Davis County operates two county-owned golf courses. These receipts are issued for money received into county golf course accounts. Copies of these receipts are issued to patrons as proof of funds received and are maintained by the county for audit purposes. Information includes name, date of payment, code identifying type of transaction, transaction number, amount paid, and form of payment.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 17.

AUTHORIZED: 02/07/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office for 3 years and then destroy.

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TITLE: Golf course receipts

(continued)

APPRAISAL:

Fiscal

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private